

7 January 1959

MEMORANDUM

TO

25X1A9a

Deputy Director of Personnel for Planning and Development

SUBJECT : New Fitness Report Form

1. It is very late in the day for a member of your task force to find fault with the new fitness report form, but now that the returns are beginning to come in I find that one small point calls for comment.

2. In Section D, rating No. 4 runs into the same trouble we have always had in the past, of supervisors' inability to make meaningful use of the word "average." We shall soon find that about 90% of the people in the outfit are "above average" in most qualities. Sections B and C avoid this difficulty by rating the individual in terms of the requirements of his job, not in comparison with large numbers of individuals which most supervisors are unable to make. I am sure that most supervisors will mean by a 4 under Section D just what they would mean by a 4 under Section C, and that there is no harm in giving large numbers of people such a rating.

3. The way to avoid the statistical impossibility of rating everybody above average and to give the 4 more meaning is to change the wording slightly. I suggest that D 3 should read "satisfactory degree" and D 4 "better than satisfactory."

4. There seems to be general agreement that the new fitness report form is a splendid improvement over the old.

25X1A9a

Chief, SE Division

Distribution:

O & I: Addressee

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